



Manager's Report

for Council Meeting of June 22, 2004

FINANCE

Listed below are new businesses licensed during this period:

Business Name

A-Z Services
Ana's Fashion
Ann Ford, LPC
Aviation Adventures, LLC
Bob's Family Market, LLC
Caribou Coffee
Good Humor Ice Cream (truck)
Keystone Novelties, LLC
Kimberly S Callen, LCSW, CSAC
Lea's Faux Designs & Interior Painting
Merle Norman Cosmetic Studio
Razzle Dairy Bar
Reiki By Lisa
Romffy
The Valencia Agency II LLC
Veli's Custom Painting

HUMAN RESOURCES

New hires, promotions, transfers and separations for the period of June 7 – June 18, 2004:

New Hires

Chris Jones
Mark David
Brandon Russell
Vanessa Mertz

Position

Police Officer
Police Officer
Police Officer
Police Officer

Department

Police Department
Police Department
Police Department
Police Department

Promotions

None

Transfers

None

Separations

Resignations:

None

Position

Department

Retirements

None

Terminations

None

PLANNING, ZONING & DEVELOPMENT**PLANNING DIVISION:**

| DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY | | | |
|--|---|--------------------------|--|
| PLANS REVIEWED DURING THE PERIOD OF: JUNE 3, 2004 – JUNE 14, 2004 | | | |
| Project Name | Project Type | Submission Number | Proposal Description |
| Town of Leesburg WPCF Upgrade/Expansion & Utility Lines Division Maintenance Building - TLSE-2003-0004 | Special Exception Referral | 2 nd | Upgrade & expansion of existing WPCF and Utility buildings |
| Rehau Headquarters Expansion - DP 1998-17 | Revisions to Approved Development Plan | 3 rd | Minor utility line revisions |
| Kids Domain, LLC (100 block of Greenway Drive) - TLPF-2004-0006 | Preliminary/Final Development Plan | 1 st | 6,600 square foot daycare center |
| Oaklawn @ Stratford – Tolbert Lane Improvements TLPF-2004-0007 | Request for Preliminary/Final Authorization | 1 st | Public road improvements at the intersection of Tolbert Lane and Dulles Greenway |
| PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: JUNE 3, 2004 – JUNE 14, 2004 | | | |
| Project Name | Project Type | Submission Number | Proposal Description |
| South King Street Center (800 block of South King Street) - TLPF-2004-0011 | Final Development Plan | 1 st | 23,762 square feet of retail uses in 3 buildings including daycare and drive-thru bank |
| Arby's Restaurant @ Potomac Station Retail, Parcel B (605 Battlefield Parkway) | Sketch Plan | 1 st | Drive-thru restaurant |
| Bernard Carlton Subdivision, Lots 3 & 4 (100 block of Fort Evans Road) TLBV-2004-0002 | Boundary Line Vacation | 1 st | Vacation of a lot line to consolidate two lots into one for commercial development |
| Leesburg Plaza Shopping Center (500 block of East Market St) | Phasing Plan | 1 st | Phasing of redevelopment of shopping center |
| Town of Leesburg WPCF Upgrade/Expansion & Utility Lines Division Maintenance Building - TLSE-2003-0004 | Special Exception Referral | 2 nd | Upgrade & expansion of existing UPCF and Utility buildings |
| Prospect Hills, section 1B, Lot 15 & Section 1D, Lot 14 (300 block of Belmont Drive) TLBA-2004-0001 | Boundary Line Adjustment | 1 st | 10 foot adjustment of existing common boundary between two residential lots |
| Rosebrook/Johnston Property Subdivision (old 204 Fairview Street) TLCD-2003-0002 | Construction Drawings | 3 rd | Construction of 20 single family detached residential dwellings |
| Catoctin Circle Center (0-100 block of Catoctin Cir NE) – TLPS-2004-0001 | Preliminary Subdivision Plat | 2 nd | |

| | | | |
|---|---|--------------------------|----------------------------------|
| Rehau Headquarters Expansion DP-1998-17 | Revisions to Approved Development Plan | 3 rd | Minor utility line revisions |
| Bernard Carlton Subdivision, Lots 1 & 2 Leesburg Veterinary Specialist (100 block of Fort Evans Road) | Request for Preliminary/Final Authorization | 1 st | |
| Exeter Neighborhood Center (NW corner of intersection of Battlefield Parkway & Route 15 Bypass) | Preliminary/Final Development Plan | 6 th | |
| PLANS APPROVED DURING THE PERIOD OF: JUNE 3, 2004 – JUNE 14, 2004 | | | |
| Project Name | Project Type | Submission Number | Proposal Description |
| Edwards Landing, Phase 3 TLRD-2004-0007 | Revision to Approved Construction Drawings | 2 nd | Grading Plan (<i>Approved</i>) |

ZONING DIVISION

Zoning Permits Issued Residential

Edwards Landing - 5 SFD - \$200,000

Potomac Station - 8 SFA - \$105,000

Zoning Permits Issued Commercial

1001 Sycolin Rd. SE - commercial fit-up - airport \$14,500.00

50 Catocin Circle NE - MBH settlements interior fit-up \$79,000 - Leesburg Office Plaza

20 West Market Street - interior fit-up - \$10,000

104 Church St SE - interior fit-up - \$5000.00

681 Potomac Station Dr - unit 120 interior fit-up - \$75,000

Occupancy Permits Issued Residential

Georgetown Mews - 1 SFD

Tavistock - 1 SFA

Potomac Station - 1 SFA

Potomac Crossing - 2 SFA 1 SFD

Occupancy Permits Issued Commercial

407 East Market Street - Class Room Douglass Community Center

647 Potomac Station Dr NE - Caribou Coffee at Potomac Station Retail

653 Potomac Station Dr NE - Subway at Potomac Station Retail

Special Exceptions: 18 Active or Under Review for Acceptance

1. TLSE 2002-0012 KFC/LJS: Located at 911 Edwards Ferry Road, N.E. This application is for a fast food restaurant with drive-thru windows to be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). The Council public hearing was held on April 27, 2004. At the post-public hearing meeting on May 11, 2004 Council voted 5-2 to deny the request under Resolution No. 2004-72.

2. TLSE 2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street. This application seeks to expand an existing water treatment facility ("Water Pollution Control Facility") from 5 MGD to 7.5 MGD plus relocation of the Utility Lines Division service facility to the western portion of the site. The Planning Commission public hearing is scheduled for June 3, 2004.
3. TLSE 2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the Southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant, John's Ford, Inc. t/a Jerry's Leesburg Ford seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant is currently working on resubmission of the application.
4. TLSE 2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.
5. TLSE 2004-0003 Leesburg Plaza East: Located at the Northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Peebles store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.
6. TLSE 2004-0004 Potomac Station Gas Station/Convenience Store: Located at the Southeast quadrant of the intersection of Battlefield Parkway and Potomac Station Drive. The applicant seeks to build a 2,900 square foot convenience store with eight (8) gas pumps and a 1,012 square foot car wash. The application was officially accepted for review on March 4, 2004 and is currently under review by staff.
7. TLSE 2004-0005 Stanfield at Greenway: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant, Stanfield Company, L.L.C. seeks special exception approval to build a 300-seat conference center in the existing manor house. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
8. TLSE 2004-0006 Catoctin Circle Center - Bank: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant, Waterford Holdings L.L.C. seeks special exception approval to build a 10,000 square foot bank with drive-thru windows. The application was officially accepted for review on April 16, 2004 and is currently under review by staff.
9. TLSE 2004-0007 Catoctin Circle Center – Parking Garage: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant, Waterford Holdings L.L.C. seeks special exception approval to build a 120,000 square foot parking garage for 400 vehicles. The application was officially accepted for review on April 16, 2004 and is currently under review by staff.

10. TLSE-2004-0008 Meadowbrook Bank drive thru-EAST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex homes requests a 5,000 square foot bank with drive-thru. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
11. TLSE-2004-0009 Meadowbrook, Bank drive thru-WEST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex homes requests a 5,000 square foot bank with drive-thru. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
12. TLSE-2004-0010 Meadowbrook, convenience store/gas pumps: Located along the East side of Rt.15 South, opposite Greenway Farm. The applicant, Centex homes requests a 7,000 square foot convenience store with 12 gas pumps. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
13. TLSE-2004-0011 Hertz Rent-a-car: Located at 4 Cardinal Park Dr., SE in an existing auto body repair shop (Craftsman Auto Body). The applicant requests ability to rent autos to auto body shop patrons. The application was resubmitted on May 4, 2004 and is currently under review for acceptance
14. TLSE-2004-0012 Real Estate Holdings: Located on the south side of East Market St. east of the Shenandoah University campus. The application requests two Auto dealerships. The application was officially accepted for review on April 27, 2004 and is currently under review by staff. (See also related application TLZM-2004-003)
15. TLSE-2004-0013 Fort Evans Plaza II-Mixed Retail: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant requests 228,000 square feet of mixed retail. The application was resubmitted on April 28, 2004 and is currently under review for acceptance.
16. TLSE-2004-0014 Fort Evans Plaza II- Bank NORTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant requests a 4,500 square foot bank with drive-thru. The application was resubmitted on April 28, 2004 and is currently under review for acceptance.
17. TLSE-2004-0015 Fort Evans Plaza II- Bank SOUTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant requests a 4,500 square foot bank with drive-thru. The application was resubmitted on April 28, 2004 and is currently under review for acceptance.
18. TLSE-2004-0016 Fort Evans Plaza II- Fast Food Restaurant/ drive-thru: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant requests a 3,000 square foot fast food restaurant with drive-thru. The application was resubmitted on April 28, 2004 and is currently under review for acceptance.
19. TLSE-2004-0017 Nextel – Stealth Monopole: Located in the Fort Evans Plaza Shopping Center behind the Food Lion Grocery Store. The applicant, Nextel Communications requests permission to replace an existing light pole with a telecommunications monopole. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.

Commission Permits: 1 Active

1. TLCP 2004-0001 Nextel – Stealth Monopole: Located in the Fort Evans Plaza Shopping Center behind the Food Lion Grocery Store. The applicant, Nextel Communications requests permission to replace an existing light pole with a telecommunications monopole. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.

Rezoning: 6 Active or Under Review for Acceptance

1. TLZM 2002-0005 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant, D.R. Horton Company seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at applicant's request to provide additional time for staff and the applicant to address outstanding issues. Staff is waiting for plans to be resubmitted.
2. TLZM 2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 201 residential units. The plans were accepted for processing by the town on November 21, 2003. Revised plans were submitted on May 4, 2004 and are currently under review.
3. TLZM 2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
4. TLZM 2004-0002 Stanfield Properties at Greenway Farms: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant, Stanfield Company, L.L.C. seeks amendments to the approved Concept Development Plan and Proffer Statement for ZM-101 Allman Property to build a 300-seat conference center in the existing manor house and a 400-seat performing arts center. The plans were submitted on January March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
5. TLZM-2004-0003 Real Estate Holdings: Located on the south side of East Market St. east of the Shenandoah University campus. The applicant is requesting to amend ZM#129 Leesburg Auto Park, to allow for two Auto dealerships. The application was officially accepted for review on April 27, 2004 and is currently under review by staff. (See also related application TLSE-2004-0012)
6. TLZM-2004-0004 H-1 District Expansion: Located at the northern terminus of Wildman Street and west of Catoctin Circle. This Council-initiated action is to expand the H-1 Old and Historic Overlay District to include the Carlheim Estate (also known as the Paxton Property). A joint public hearing of the Town Council and the Planning Commission was held **May 25, 2004**. Council approved the expansion by a vote of 6-0-1.

Town Plan Amendments: 2 Active

1. TLTA 2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing by the town on November 21, 2003. Revised plans were submitted on May 4, 2004 and are currently under review.
2. TLTA 2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes seeks to amend the Transportation Element of the 1997 Town Plan to relocate Battlefield Parkway across the property. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.

Zoning Ordinance Amendments

1. ZOAM 2004-0001: These amendments to various sections of the Zoning Ordinance were initiated by Council at the May 11, 2004 meeting under Resolution No. 2004-73. A public hearing before the Planning Commission is scheduled for June 3, 2004.
2. ZOAM 2004-0002: On April 19, 2004 Council initiated an amendment to Section 7.5 to expand the H-1, Old and Historic Overlay District to include the house and property known as Carlheim or the Paxton Property. A joint public hearing of the Town Council and the Planning Commission was held **May 25, 2004**. Council approved the expansion by a vote of 6-0-1.

Board of Zoning Appeals Cases

BZA 04-01 Variance-301 S. King Street: The applicant, PHB Cider Mills seeks a variance to permit an increase in the maximum front yard setback in the RHD (Residential Historic District) from 20 feet to 45 feet. On May 7, 2004 the applicant withdrew the request for a variance in writing so the case is closed.

Board of Architectural Review Cases

The most recent Board of Architectural Review meeting was held on Monday, May 17, 2004. The agenda included 13 applications; 11 were approved on the consent agenda; one was taken off the consent agenda for discussion at applicant's request and one was deferred.

WATER & SEWER ADMINISTRATION**During this time frame:**

- 17 Public Facility Permits were issued totaling \$176,033.00
- 32 work orders were issued for meter sets
- 25 requests for occupancy inspection were issued

Capital Projects Update

- During this period, five plans were received and reviewed and 2 requests were processed for water and sewer system computer modeling.
- Several meetings were held with the developers and engineers to review upcoming projects.

- The RFP for miscellaneous water and sewer system replacement projects is near completion and will be advertised soon.
- The final construction plans for the expansion and upgrade to the WPCF has been received and submitted to the Planning Department for review. Public hearing was held, and the project will be voted on the 17th of June to be forwarded to Town Council.
- Only one response for the sludge removal services at the Water Plant was received.
- Revised plans for the Woodlea Manor Booster Station have been received and reviewed. Currently, deeds of easements are being prepared and will soon be forwarded to the property owners. We anticipate bidding this job by end of June or early July.
- Updates to water and sanitary sewer system maps have begun.

UTILITY LINES DIVISION**Training:**

- CPR Training for Utility Lines Division

Routine items include:

- turn on's and off's
- water meter readings
- complaint investigations
- rodding and cleaning sanitary sewer trouble spots
- marking water and sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging
- cleaning sanitary sewer mains
- bush hogging easements

Summary Programs

- Performed complete maintenance on 63 fire hydrants
- Completed 27 connections to town utility system
- Completed 1 water leak repair
- Responded to 554 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of June 18, 2004

| Department | # Vac | Position Title | Date of Vacancy | Ad Placed | Apps Rcvd | Prelim Interview | Final Interview | Offered | Accepted |
|---------------------|-------|---------------------------------------|-----------------|-----------|-----------|------------------|-----------------|---------|----------|
| <i>Econ Dev</i> | 1 | Administrative Associate II | 3/9/01 | On hold* | | | | | |
| | | | | | | | | | |
| <i>Finance</i> | 1 | Staff Accountant | 5/21/04 | √ | √ | | | | |
| | 1 | Management & Budget Analyst | 6/4/04 | √ | √ | | | | |
| | 1 | Finance Operations Manager | 6/11/04 | √ | √ | | | | |
| | 1 | Chief Accountant (Deputy Director) | 6/11/04 | √ | √ | | | | |
| | | | | | | | | | |
| <i>Eng & PW</i> | 1 | Senior Engineer (readvertise 3-1-04) | 7/1/02 | √ | √ | | | | |
| | 1 | Maintenance Worker I | 2/20/04 | √ | √ | | | | |
| | 1 | Senior Engineer | 3/22/04 | √ | √ | √ | √ | | |
| | 1 | Asst. Street Superintendent | 6/11/04 | √ | | | | | |
| | 2 | Maintenance Worker II | 7/1/04 | √ | | | | | |
| | 2 | Maintenance Worker I | 7/1/04 | √ | | | | | |
| | | | | | | | | | |
| <i>P&R</i> | 1 | Custodian (readvertisement) | 1/6/04 | √ | √ | | | | |
| | 1 | Aquatics Supervisor - Readvertisement | 3/29/04 | √ | √ | | | | |
| | 1 | Fitness Supervisor | 3/29/04 | √ | √ | √ | √ | √ | |
| | 1 | Recreational Program Supv | 5/18/04 | √ | √ | | | | |
| | 1 | Head Preschool Teacher | 5/19/04 | √ | √ | | | | |
| | | | | | | | | | |
| <i>P & Z</i> | 1 | Planner | 3/5/04 | √ | √ | | | | |
| | 1 | Admin Associate II | 5/10/04 | | | | | | |
| <i>Police</i> | 2 | Police Officer | 7/1/03 | √ | √ | √ | √ | √ | √ |
| | 1 | Police Officer | 10/15/03 | √ | √ | √ | √ | √ | √ |
| | 1 | Police Officer | 2/15/04 | √ | √ | √ | √ | √ | √ |
| | 1 | Communication Technician | 2/15/04 | √ | √ | | | | |
| | 1 | Police Officer | 4/13/04 | √ | √ | √ | √ | √ | √ |
| | 2 | Police Officers | 5/23/04 | √ | √ | | | | |
| | 1 | Communication Technician | 6/28/04 | √ | √ | | | | |
| | | | | | | | | | |
| <i>Util Admin</i> | 1 | Senior Engineer | 7/1/02 | On hold* | | | | | |
| | | | | | | | | | |
| <i>Util Lines</i> | 1 | Util Maintenance Worker II | 11/10/03 | √ | √ | | | | |
| | 1 | Meter Systems Technician | 5/14/04 | √ | √ | | | | |
| | 1 | Temp full time summer worker | 5/14/04 | √ | √ | | | | |
| | 1 | Equipment Operator | 5/31/04 | √ | | | | | |
| | 1 | Maintenance Worker II | 6/11/04 | √ | | | | | |
| | | | | | | | | | |
| <i>Water Supply</i> | 1 | Sr. Water Plant Operator | 3/1/04 | √ | √ | | | | |
| | 1 | Water Plant Operator | 4/28/04 | √ | √ | | | | |

Manager's Report**-10-****June 8, 2004**

| | | | | | | | | | |
|---------------------|----|--------------------------|---------|---|---|--|--|--|--|
| <u>WPCD</u> | 1 | Utility Plant Operator | 4/16/04 | √ | √ | | | | |
| | 1 | Utility Plant Supervisor | 4/16/04 | √ | √ | | | | |
| | | | | | | | | | |
| <u>TOTAL</u> | 39 | | | | | | | | |

**On hold* = Department is not actively recruiting this position.

***Frozen* = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.

R. S. Noe